**HOW A CITIZEN MAY FILE A COMPLAINT**

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1. If you wish to make a complaint about the actions of a MTSU police officer or about any aspect of the MTSU Police Department’s operations, please:

* Come to the MTSU Police Department, 1412 E. Main Street, Murfreesboro, TN 37132, and tell any employee that you want to file a complaint,

*Or*

* Call the MTSU Police Department, 615-898-2424, and tell the person answering the phone that you want to file a complaint,

*Or*

* Write your complaint out and mail it to:

Chief of Police

MTSU Police Department

MTSU P.O. Box 141

Murfreesboro, TN 37132

1. Any MTSU Police Department supervisor will assist you in completing a complaint against a police officer. You will be asked to give specific details about your complaint.
2. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
3. If it is going to take a long period of time to investigate your complaint, you will receive written notification telling you approximately when you may expect a reply.
4. When your complaint has been investigated, the Chief of Police will review the investigation and will contact you in writing explaining what has been found out about the matter.